

TIPS AND INFORMATION FOR PREPARATION OF ASTROGEOLOGY MAPS

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ACCEPTED STYLE REFERENCES FOR USGS PUBLICATIONS

Please understand that the U.S. Geological Survey (USGS) Style Guide (STA 7) has preference over the U.S. Government Style Manual (GPO). The USGS does not use other style guides.

USGS Style Guide (STA 7)

The current edition of the USGS publications style guide, nicknamed STA 7, provides publishing guidance for both authors and editors. It takes priority over GPO, below; note the exceptions to GPO on p. 270. The USGS also relies on the most current *Glossary of Geology* (4th ed.) by AGI.

STA 7 is for sale by the U.S. Geological Survey, Information Services, Box 25286, Federal Center, Denver, CO 80225 or through 1-888-ASK-USGS:

U.S. Geological Survey, 1991, Suggestions to authors of the reports of the United States Geological Survey, seventh edition: Washington, D.C., U.S. Government Printing Office, 289 p.

U.S. Government Style Manual (GPO, 2000 [ISBN 0-16-050083-4])

The U.S. Government Style Manual, nicknamed GPO, is for sale by the Superintendent of Documents, U.S. Government Printing Office, Stop SSOP, Washington, D.C. 20402-0001:

U.S. Government, 2000, Style Manual: Washington, D.C., U.S. Government Printing Office, 326 p.

ONLINE USGS PUBLICATION URLs

<http://geopubs.wr.usgs.gov/> (Western Region publications posted before 1/1/2004, including Astrogeology maps). This server will eventually be closed and all publications will reside at <http://infotrek.er.usgs.gov/pubs/> (USGS publications)

EDITING TIPS

Martian vs. martian

Refer to GPO, p. 23, 3.3 for capitalization rules for derivatives of proper names: 'Derivatives of proper names used with a proper meaning are capitalized.' An example is 'Roman (of Rome).'

In a dictionary from the 1960s, Martian is not capitalized. But all of my recent dictionaries show it capitalized. **To be consistent with GPO, current dictionaries, and the Planetary Geology community, I will ask you to capitalize derivatives of proper names when I edit your manuscripts:**

Mars, Martian
Saturn, Saturnian
Jupiter, Jovian

Moon vs. moon

In the AGI Glossary of Geology, the definition for moon discusses Earth's Moon, which is capitalized. But lunar isn't capitalized in any of my dictionaries. Somehow that seems inconsistent to me. If we capitalize Moon to distinguish Earth's Moon from all other moons, then we should capitalize Lunar when referring to Moon (Jupiter, Jovian). The word "moon" used as a general term is not capitalized.

Wrinkle ridges, but wrinkle-ridge plains

Wrinkle ridge is hyphenated when it is used as a modifier: wrinkle-ridge plains.

Numbers

Units of measurement and time are expressed in figures and abbreviated units (5 km, dipping 3° E., 300 mGal).

General measurements are written as words (millions of miles).

When 2 or more numbers appear in a sentence and 1 of them is 10 or larger, figures are used for each number (this sentence, for example; 2 and 1 would be spelled out if the sentence did not include the figure, 10).

Rephrase a sentence to **avoid beginning the sentence with a number**.

Latitude/longitude

Latitude and longitude are always written in the following format: lat 52°33'05" N., long 13°21'10" E. (note the spacing shown in STA 7 is incorrect).

Map envelope

It does not cost more to include a black and white graphic on the map envelope. We will try to include a graphic of the planet showing the location of the map area described in the title, generally the location map from the map sheet, on the envelope. If you decide you do not want a graphic on the envelope, contact the editor.

NEW PUBLICATIONS OF THE U.S. GEOLOGICAL SURVEY

The USGS publishes a listing of all new publications called *New Publications of the U.S. Geological Survey* (<http://pubs.usgs.gov/publications/index.shtml>). Authors need to submit this note in correct format as shown below. Leave blanks where the information is not yet available (map number, size, and cost). Descriptive summaries are no longer included in the publication.

I-2808 (map received number before 1/1/04)

I-____. Geologic map of Ovda Regio quadrangle (V-35), Venus, L.F., Bleamaster, III, and V.L. Hansen. Prepared for the National Aeronautics and Space Administration. 2003. Lat 0° to 25° S., long 90° to 120°. Scale 1:5,000,000 (1 mm = 5 km) at 15.6° S. Sheet __by __ inches (in color). (Mercator projection.) \$____.

SIM 2813 (map received number after 1/1/04)

SIM _____. Geologic Map of Taussig quadrangle (V-39), Venus, A.W. Brian, E.R., Stofan, and J.E. Guest. Prepared for the National Aeronautics and Space Administration. 2004. Lat 0° to 25°S., long 210° to 240°. Scale 1:5,000,000 (1 mm = X km) at X° S. Sheet _ by _ inches (in color). (Mercator projection.) \$_____.

BRIEF DEFINITION OF SECTION 508 COMPLIANCE

In 2000, the U.S. Government passed a law that all government digital information posted to the World Wide Web must be fully accessible to computer reader software designed to verbally read text to sight-impaired users. This means that all computer software designed to verbally read digital publications must be able to do so accurately. Currently there is a major glitch: everyone seems to have forgotten that government publications include scientific reports that contain mathematical equations and a multitude of uncommon symbols and abbreviations. Until the software evolves to meet its purpose fully, we will do everything we can to make our text available online to the sight-impaired. I suspect it will be a long time before the maps are actually accessible through Braille or other developing technologies, so we currently need to comply with 508 in the pamphlets only.

There are currently two ways to comply with this law: either learn how to tag the text to be read by computer readers or provide a permanent contact person to call for information. As I understand it, tagging the text consists of giving the text blocks/headers a style that the blind person uses to navigate within the document. Adobe provides a tutorial and WPG provides guidance. A recent author spent approximately a day learning the process and tagging his document. Keep in mind that how you create the symbols may determine whether they are accessible to computer readers. For example, if you use the symbols list in MS Word to insert the symbol •, the computer reader will be able to read it correctly as greater than or equal to. If you use shortcuts, such as underlining the keyboard symbol >, the reader will read it as greater than. It cannot read the underline in that context. The simple solution is to always use the symbols list. The same is true for tables. If you create a table correctly, using the table function to create cells, the computer reader can navigate through the table so the user understands the content. If you just use tabs to create the table, the computer reader reads the text as it is shown top to bottom - not in the context of headers. Please keep this in mind.

Eventually, all documents will probably need to be tagged for 508 compliance. In the meantime, providing a contact person for information is considered compliant. This also means that the contact person needs to be available forever—you might consider giving the main author's phone/email and a permanent office phone/email as a backup for the future.